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# OVERTIME COMPENSATION POLICIES

## 1. GENERAL

- a. For the purpose of establishing an hours-of-duty and overtime compensation system the Agency differentiates between:
  - (1) Services which are accurately measurable for compensation purposes by the classification of the position and the number of hours of duty the employee is directed to serve. Services of this general type embrace most positions of grade GS-10 and below.
  - (2) Services which, although generally measurable for compensation purposes by the classification of the position, are not measurable in terms of productivity or value by the number of official duty hours worked. Services of this type include most positions of grade GS-11 and above.
- b. Positions of grade GS-11 and above warrant special policy consideration with respect to hours of duty and overtime compensation for one or more of the following reasons:
  - (1) They predominantly require the exercise of executive and professional skills and attributes such as creativeness, leadership, initiative and judgment, which cannot be evaluated accurately on the basis of the number of hours of work performed.
  - (2) Individuals performing executive and professional duties have such great variations in their aptitudes and related work habits that they should not be circumscribed in the performance of their duties by prescribed maximum work hours.

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(3) Many professional positions require duty at multiple duty points and at irregular times of day and involve duties of such a nature that the need for and the duration of the duty periods is significantly determinable only by the individual.

- c. The specific overtime compensation policies contained herein are designed to give recognition to the general concepts set forth above and at the same time to accommodate situations to which the general policies cannot be applied with equity. Consequently the policies set forth below supersede those set forth in [ ] insofar as any conflict exists between the two.

2. OVERTIME COMPENSATION POLICIES

- a. Directed overtime duty for which compensation or compensatory time off will be granted shall be kept to the absolute minimum consistent with the timely accomplishment of essential functions.
- b. Persons in grades GS-10 and below may be directed by appropriate supervisory authority to work overtime, and will receive compensation or compensatory time off in lieu thereof.
- (1) Excepted from the above are persons formally designated by Operating Officials, with the concurrence of the Director of Personnel, as trainees for executive or professional positions of grade GS-11 and above. Such trainees will not be directed to perform overtime and will not receive overtime compensation when they voluntarily work overtime hours.
- c. Persons in grades GS-11 and above (executive and professional positions) will not normally be directed to work overtime or be authorized to receive

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compensation or compensatory time off for duty time voluntarily contributed.

Exceptions to this policy are:

- (1) Production positions, the productivity of which is predominantly measurable in units of production or hours of duty performed, may be designated as such by Operating Officials, with the concurrence of the Director of Personnel, and the incumbent will receive compensation or compensatory time off for directed overtime performed.
  - (2) Individuals directed to perform duties on each of the seven days of their work week shall receive compensation or compensatory time off for work performed on Saturday and Sunday or such other days designated as the sixth and seventh days of their work week.
  - (3) Any individual who, in the performance of assigned duties, completes a total work week in excess of 52 hours may be authorized compensation or compensatory time off for hours of duty in excess of 48 (exclusive of hours of directed overtime worked and compensated in accordance with paragraph c.(2) above). No compensation will be paid nor compensatory time off granted for hours of duty between 40 and 48 in recognition of the concepts of discretionary latitude in the performance of executive and professional services set forth in paragraph 1.b., above. (See attachment)
- d. Deputy Directors, with the concurrence of the Head of the Career Service concerned, are authorized to determine that the exceptions provided in paragraphs c.(2) and (3), above, shall not be applied to any or all of the types of duties performed by employees under their jurisdiction when in their judgment overtime compensation is not appropriate to the normal
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conditions of service of the position or positions concerned.

- e. Operating Officials are directly charged with the responsibility to apply the preceding overtime policies with consistency and equity.

3. IMPLEMENTATION

- a. Operating Officials, with the concurrence of the Director of Personnel, will identify by name each trainee excluded from receiving overtime compensation in accordance with paragraphs 2.b.(1); similarly, they will identify each GS-11 and above "production" position authorized overtime compensation in accordance with paragraph 2.c.(1).

- b. The procedural provisions for the administration of overtime prescribed in

[ ] remain in effect. Duty hours in excess of 40 need no longer be reported on Time and Attendance reports of persons in grade GS-11 and above, unless the supervisor so directs because overtime compensation or compensatory time off, in accordance with paragraphs 2.c.(1), (2) and (3), will or may be authorized.

- c. In the event hours of work have been performed by persons in grade GS-11 and above in the amount of 52 hours or more and under the circumstance set forth in paragraph 2.c.(3), above, the supervisor will review the work program and the work performance of the individual and make a determination whether any or all of the hours of work performed in excess of 48 warrant additional compensation or the granting of compensatory time off as constituting, after the fact, directed overtime. Hours of work so approved as overtime duty will be evidenced by the submission of a completed Form 293. Such hours of approved overtime duty will be used as compensatory time off unless the supervisor directs payment therefor because compensatory time

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- d. Quarterly reports of all overtime payment or compensatory time off authorizations will be rendered by the Comptroller for review by the Deputy Director concerned and the Career Council and Heads of Career Services. The reports will reflect separately the overtime of employees in grades GS-10 and below, and grades GS-11 and above. In the latter category the name, grade, and overtime payments of each individual will be shown.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

L. K. White  
Deputy Director  
(Support)

DISTRIBUTION: AB

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ATTACHMENT I

## OVERTIME COMPENSATION POLICIES

Examples showing method of calculation of payable overtime under each of several formula

Executive and Professional Employees (GS-11 and above)

	<u>Employee in a Production Position Para 2c(1)</u>		<u>Employee Scheduled to Work on 7 Days Para 2c(2)</u>	<u>Employee Working Non- Scheduled Overtime Para 2c(3)</u>			
Mon	8	8	8	8	8	8	8
Tues	8	8	8	11	8	12	10
Wed	12	12	8	10	8	8	12
Thurs	8	12	8	12	8	12	12
Fri	8	12	8	8	10	12	8
Sat	-	12	4	-	11	12	8
Sun	-	-	4	-	-	-	8
	—	—	—	—	—	—	—
TOTAL HOURS WORKED	44	64	48	49	53	64	66
Paid for 6th & 7th Days	$\frac{-}{44}$	$\frac{-}{64}$	$\frac{8}{40}$	$\frac{-}{49}$	$\frac{-}{53}$	$\frac{-}{64}$	$\frac{16}{50}$
Paid as compulsory overtime	$\frac{4}{40}$	$\frac{24}{40}$	$\frac{-}{40}$	$\frac{-}{49}$	$\frac{5}{48}$	$\frac{16}{48}$	$\frac{2}{48}$
Duty time voluntarily contributed	$\frac{-}{-}$	$\frac{-}{-}$	$\frac{-}{-}$	$\frac{9}{40}$	$\frac{8}{40}$	$\frac{8}{40}$	$\frac{8}{40}$
Prescribed Workweek	40	40	40	40	40	40	40

\* The 52-48 formula contemplates that hours of duty totaling 52 must be performed in the performance of assigned duties before any consideration will be given as to whether overtime compensation is warranted. If upon review compensation is deemed warranted, only hours of duty in excess of 48 may be compensated. The difference between the prescribed work week of 40 hours and 48 hours is considered as duty time voluntarily contributed.